

Sussex Academy - Elementary School Reopening School Plan

Our Guiding Principles:

#1 Keep Everyone Safe

- Developing a school day schedule to minimize contact/exposure
- Survey with decisions for in-person and remote options
- Use the DOE guidelines to guide planning efforts particularly for any in-person instruction

#2 Provide an Excellent Educational Experience

- Use survey and perceptual data to influence 20-21 planning efforts
- Develop a comprehensive, continuous professional learning plan to prepare staff for providing the best educational experience possible
- Leverage learning platforms to provide seamless and equitable learning opportunities
- Prepare our instructional program to meet the educational needs of all students both online and in-person
- Create a schedule that allows for a possible transition back to everyday brick and mortar instruction
- Provide live, synchronous remote instruction for all students

#3 Support Students and Staff Socially and Emotionally

- Develop a comprehensive action plan based on SEL competencies and input from planning committee so everyone feels safe, socially and emotionally connected to one another and learns self-care methods
- Connect students to their teachers and classmates
- Commit to building school community
- Provide mental and behavioral health support
- Preserve meaningful in-person and virtual events

Guiding Principle 1 - Keep Everyone Safe

Sussex Academy has decided to move forward with a hybrid model for school re-opening. Staff will begin staff development days on August 24, 2020. Students' first day of classes will begin, Monday, September 14, 2020.

Schedule

In an effort to minimize the amount of contact staff and students have with one another, we have decided to implement a modified schedule. Any modifications or changes will be communicated as we begin scheduling and notice any barriers we may need to address.

In this schedule, student's who choose to come **in-person (*depending on numbers)** , will have classes each day (except Wednesday's) for an entire semester (first two quarters). Student's who choose a **remote learning option**, will also be expected to attend all classes each day (except Wednesday's) - the primary difference is that the remote student will be attending virtually. ***Our staff will be teaching in-person and remote students simultaneously.*** Therefore, please keep in mind when choosing to attend remotely, you must attend virtually each period. If you are in-person and later decide that you would like to go remote, you have that option. ***However, please note that we will have developed safety plans surrounding a very specific number of students to be in the building and will not have the flexibility to move from remote to in-person until the second semester.***

***If we have too many students who want to attend in person and we are unable to follow appropriate distancing we will have to implement student groups. Group A will attend in person on Monday/Tuesday and Group B will attend in person on Thursday/Friday. On days not in person, students will attend class remotely.**

Should the situation arise that we must go fully-remote, this schedule will still be followed for all students.

***Expectations Face to face AND Virtual Learning:**

1. **On time ready to work** - *virtual* - having already eaten breakfast or lunch
2. **In uniform** - students must be in uniform for both in-person and virtual learning
3. **Attentive** - show you are ready to learn: participate and ask questions
4. **Polite** - take turns, raise your hand, respect others questions and opinions
5. **Prepared** - have all materials ready, *virtual* - a quiet workspace with no distractions

*Teachers will share specific instructions and expectations for their class.

Classroom Safety - Expectations

Sussex Academy is committed to keeping all staff and students safe. For those opting in to participate in-person for learning, we have instituted the following practices:

- Classroom doors will remain open (during the school day when classes are in-session) for students and staff to enter without having to touch door handles. A teacher may have their door closed during their planning period.
- Seating will be coordinated to be at 3-ft apart, facing the same direction and assigned within the classroom

- Tables will be sanitized in between each class, prior to sitting down. All rooms will be equipped with hand sanitizer, and desk cleaning supplies. It is recommended that each student has a back-up mask. However, one will be supplied if he/she doesn't have one.
- Students will be expected to wear masks in the school building and 6-ft of distancing is ideal however, we MUST remain 3-ft apart so all activities and transitions, this must be kept in mind and practice. Hallway transitions, students must stay to the right when moving (maintaining 3-6ft of distance). ***Students refusing to wear a mask will have to engage in remote learning.***
- We will have coordinated efforts during lunch for students who have opted-in to participate in the school lunch program. All students will eat lunch in their homeroom classroom.
- Staff and students MUST stay home if they are experiencing any symptoms of COVID-19
- To the extent possible (and weather permitting), some staff will engage in outdoor teaching and learning activities
- To maintain social distancing, an entry point will be assigned by grade level.

Guiding Principle 2 - Provide an Excellent Educational Experience

Professional Learning

Sussex Academy staff is committed to providing the best educational experience for all students regardless if students are in-person or virtual. This level of commitment insists that our staff participate in top-notch professional learning experiences so they can in-turn, provide students with great learning. To that end, our staff will be participating in a plethora of learning opportunities to use all educational technology platforms, tools and software aligned to their content areas so we are meeting the needs of all Sussex students.

Learning Platforms

Sussex Academy Elementary School staff will use **Google Meet** for all virtual and live learning experiences. Classroom experiences will be recorded and available in Schoology for any student who misses a class.

Schoology will be used as our learning management platform. Schoology allows our staff to seamlessly communicate and share educational information with students and parents. We will host schoology information sessions for parents to further increase our collective efforts in providing a quality educational experience for all. The information sessions will provide an understanding on how parents can create an account that is associated with their child's account to garner an understanding of their activity and experiences.

GAFE (Google Apps for Education) will also be used as it integrates with Schoology as well. GAFE allows teachers to work asynchronously with students and parents, share videos, assessments, and create training/courses.

Use of Wednesday's for extended and supportive learning opportunities

Sussex Academy Elementary School staff will be available on Wednesday's to provide open office hour opportunities, extended and supportive learning opportunities in an effort to meet the needs of all Sussex learners. A portion of this day will also allow Sussex staff to work in their professional learning communities to learn from one another, share best practices and engage in professional learning activities. A teacher schedule will be developed and shared so teachers and parents know availability.

Communication and feedback loops

It is important to our educators that we are constantly professionally growing from feedback and communication from our students and parents. To that end, we will be developing opportunities for students and parents to communicate with us on a weekly basis. This data will be used to refine professional learning opportunities as well as immediate adjustments needed to teaching and learning when warranted. All gradebooks will be updated **weekly**.

Weekly check-ins

Sussex Academy will implement a protocol/process to alert academic/school counselors of students who may be in need of additional academic and/or emotional support. Implementation of this protocol will ensure we are addressing needs most immediately.

Special Education preparations/accommodations

Full-Time special education students will have an opportunity to be in-person or remote. Related services, such as occupational therapy, physical therapy, speech-language therapy, vision support, hearing support, and orientation and mobility, will be provided as much as possible when students are in-person. For students selecting remote instruction each day, related services will be provided via Google Meets. Service delivery and frequency will be discussed and documented in IEPs as appropriate. For students requiring one-one support, these supports will be provided in-person and/or via Google Meets. IEP teams will review available data, discuss options, and make recommendations as appropriate for the delivery of these related services. Section 504 Accommodations Students with Section 504 Plans will have their accommodations provided in both in-person and live, remote instructional programs. Plans may need to be revised to address accommodations specific to these diverse educational environments.

English Language Learners

English language learners will meaningfully participate in instruction in person and/or virtually. ELL instruction is typically spent in the general classroom with English-only peers and receive specialized instruction from English-as-a-second-language (ESL) teachers for a specified number of hours a week. ELL students learning virtually will continue to make academic progress and receive support from their teachers via Google Meets.

Guiding Principle 3 - Support Students and Staff Socially and Emotionally

Sussex Academy is committed to promoting self-care, equity and access to supports and healthy connectedness and relationships with one another to live our best lives. In order to achieve this, we have a team developing plans to ensure we are following the Social-Emotional competencies generated by a committee from the Department of Education. The pandemic has put tremendous stress on all stakeholders and our staff is working diligently on plans to support our learning community for the Fall.